ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1988 Annual Report to the Information Security Oversight Office (ISOO)

STAT **FROM**

Agency Security Classification Officer

STAT

	EXTENSION	**NO.**
		DATE 22 August 1988

TO: (Officer designation, room number, and building)	**DATE**		**OFFICER'S INITIALS**	**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	**FORWARDED**		
STAT 1. DC/ISD/MG/OIT 1107 Ames Bldg.		10/11/88		Gay, Attached is SF 311, Agency Information Security Program Data, which we are required to submit to the Information Security Oversight Office each year. In order to complete the report, we will once again need your input to Section 8. The reporting period is 1 October 1987 – 30 September 1988.
2.				
STAT 3. IMD/CSG/OIT		10/12/88		
STAT 4.				Please complete Section 8 and return to me as soon as possible but not later than 12 October.
5.				
6.				
7.				
8.				Thanks!
STAT 9.				
10.				Att: SF 311
11.				
12.				
13.				
14.				
15.				

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FORM **610** USE PREVIOUS EDITIONS
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INSTRUCTIONS

I. GENERAL

This reporting requirement applies to each department, idependent agency or establishment in the executive branch that creates, handles, and/or stores national security information. The reporting period is on a fiscal year basis, except for the reporting period of August 1, 1982 through September 30, 1983. Submissions must be unclassified and typewritten, and reach ISOO no later than October 31 following the reporting period. Consolidate the submissions of component activities into a single report. Agencies, however, shall retain the input from component activites for possible ISOO review.

II. SPECIFIC

Item 5. Enter the number of "Top Secret," "Secret," and "Confidential," original classifiers. Enter only the highest level authorized; i.e., enter the number of individuals with "Top Secret" authority in boxes A and D, only; "Secret" authorities in boxes B and D, only; and, "Confidential" authorities in boxes C and D, only.

Item 6. See instructions provided for completing Item 5, above. This entry seeks the number of additional declassification authorities, excluding those original classifiers listed in Item 5.

Item 7. Enter the actual number of original classification decisions made during the reporting period, breaking these down by the classification level and the type of declassification instruction assigned. Enter the actual count of derivative classification decisions by classification level. Do not count reproductions or copies as classification decisions. Agencies that generate a high volume of classification decisions may request, in writing, authorization from the ISOO Director to use sampling methods in lieu of an actual count. Sampling methods already approved may continue in effect until revised.

Item 8. Enter the number of mandatory review requests and appeals carried over from the previous reporting period, new ones received, actions taken on them, and the number of requests carried over to the next reporting period. For purposes of this report: "Case" means an individual mandatory review request or appeal, regardless of the number of requesters cited in the request or the number of documents or pages to be reviewed as a result of the request; "document" means recorded information, regardless of physical format, that has been created or reproduced as an integrated and complete unit; and, "page" means one side or face of recorded information.

Item 9. Enter in box A the number of pages in the agency's custody systematically reviewed for declassification and in box B the number of pages declassified as a result of the review.

Item 10. For purposes of this report, an "inspection, survey, or program review" means any formal, internal evaluation of any aspect of the agency's information security program.

Item 11. An infraction is any error and/or impropriety in marking, destroying, handling, reproducing, transmitting, gaining or granting access to or storing classified information. Enter in the appropriate box the number of infractions revealed or detected during the reporting period. Do not include those violations that must be reported to the ISOO Director under section 5.4(b) of the Order.

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FROM:

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Agency Security Classification Officer

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EXTENSION	NO.
	DATE 22 August 1988

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
STAT 1. DC/ISD/MG/OIT 1107 Ames Bldg.				Gay,
2.				Attached is SF 311, Agency Information Security Program Data, which we are required to submit to the Information Security Oversight Office each year. In order to complete the report, we will once again need your input to Section 8. The reporting period is 1 October 1987 - 30 September 1988.
STAT 3. IMD/CSG/OIT STAT				
4.				
5.				Please complete Section 8 and return to me as soon as possible but not later than 12 October.
6.				
7.				Thanks!
8.				
STAT 9.				
10.				
11.				Att: SF 311
12.				
13.				
14.				
15.				

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ROUTING AND RECORD SHEET

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1988 Annual Report to the Information Security Oversight Office (ISOO)

FROM:			EXTENSION	NO.	
Agency Security Classification Officer				DATE	22 August 1988

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Executive Officer, OS				Bob,
2.				Attached is SF 311, Agency Information Security Program Data, which we are required to submit to the Information Security Oversight Office each year. In order to complete the report, we need your input to Sections 10 and 11. The reporting period is 1 October 1987 – 30 September 1988.
3. OS/IMO				
4.				
5. IMD/CSG/OIT				Please complete the above cited sections and return to me as soon as possible, but not later than 12 October.
6.				
7.				Thanks!
8.				
9.				
10.				
11.				Att: SF 311
12.				
13.				
14.				
15.				

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